

PROGRAM	Agency Financial Operations
ACTIVITY	Accounting Operations
Activity Purpose Statement	The purpose of the Accounting Operations activity is to execute journal entries, and provide records retention so all accounting activities for DCPS are in compliance with the City and National standards.
Services that Comprise the Activity	Manage Central Investment Fund for schools Disburse and replenish Imprest funds for OCFO Conduct draw downs of various funds: Federal, Private, Indirect, and Others Prepare journals and enter into SOAR Perform monthly and yearly close processes for all DCPS accounts and funds Respond and prepare relevant documents for audits Record financial activities Maintain the general ledger Control and maintain all source documents supporting journal entries Revenue Collection
Activity Performance Measures (Target & Measure)	<u>Results: (Key Result Measures Italicized)</u> <i>% of all fund balancing</i> <i>% on time draw downs each month</i> <i>% Service satisfaction from internal and external clientele</i> <i>% or less error allowed in DCPS accounting record</i> <i>% Accuracy of CIF</i> <u>Outputs:</u> Audited financial statements in accordance with GAAP # Cash deposits recorded within 48 hours # Cash accounts reconciled within 30 days # Grant billings generated within 10 days of month closing # Intra-districts set up and advance per quarter # Intra-district quarterly bills # Fixed assets tagged # Fixed asset suspense items cleared <u>Demand:</u> # Cash deposits # Cash accounts managed # Grants # MOU's # Capital and inventory assets <u>Efficiency:</u> \$ Cost per cash account \$ Cost per grant \$ Cost per MOU \$Cost per fixed asset
Responsible Program Manager	John Musso
Responsible Activity Manager	Gloria Beville
FY 2006 Budget (Gross Funds)	\$3,167,712
FTE's	40

RESOURCE INVESTMENTS SUMMARY FOR ACCOUNTING OPERATIONS ACTIVITY:

The proposed budget for the Accounting Operations Activity represents an overall decrease in gross funds of \$491,195 or 13% percent from the FY 2005 approved budget of \$3,658,907. This change includes a Local funds decrease of \$491,195. The gross budget supports 40 FTEs, no change from the FY 2005 approved level.

Appropriated Fund	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
100 Local	3,658,907	40.0	3,167,712	40.0	(491,195)	-
	3,658,907	40.0	3,167,712	40.0	(491,195)	-
TOTAL	3,658,907	40.0	3,167,712	40.0	(491,195)	-

Appropriated Fund	Comp Object	Object Title	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
Personnel Services (PS)								
100 Local	11	Regular Pay - Cont Full Time	2,386,636	40.0	1,824,741	40.0	(561,895)	-
	13	ADDITIONAL GROSS PAY	10,000	0.0	0	0.0	(10,000)	-
	14	Fringe Benefits	510,759	0.0	301,082	0.0	(209,677)	-
	15	Overtime Pay	15,000	0.0	15,000	0.0	0	-
100 Local Total			2,922,395	40.0	2,140,823	40.0	(781,572)	-
		PS TOTAL	2,922,395	40.0	2,140,823	40.0	(781,572)	-

Other than Personnel Services (OTPS)								
100 Local	20	Supplies and Materials	39,500	0.0	47,500	0.0	8,000	-
	31	Tele-Comm.	20,000	0.0	5,000	0.0	(15,000)	-
	40	Other Services and Charges	379,187	0.0	250,000	0.0	(129,187)	-
	41	Contractual	263,500	0.0	674,389	0.0	410,889	-
	70	Services - Other Equipment and Equipment Rental	34,325	0.0	50,000	0.0	15,675	-
100 Local Total			736,512	0.0	1,026,889	0.0	290,377	-
		OTPS TOTAL	736,512	0.0	1,026,889	0.0	290,377	-

GLOSSARY OF BUDGET TERMS

The Budget Process — The process for developing the Proposed FY 2004 Operating Budget for the District of Columbia Public Schools began with the submission of the Superintendent's DCPS FY 2004 Recommended Budget to the Board of Education. The Board voted on the recommendation and proposed the budget to the Mayor of the District of Columbia. The Mayor will propose his budget to the City Council. The final step is the joint presentation by the Mayor and the City Council of the city's budget to the Congress of the United States.

Appropriation — Authority to spend funds appropriated by Congress and financed by general District Revenues

Budget — A plan of financial and operational intent embodying an estimate of proposed expenditures for a given period and proposed means of financing.

Budget Category — An operating budget expenditure classification: either Personal Services (PS) or Other Than Nonpersonal Services (OTPS).

Budget Preparation — The budget planning and development process from the initial budget call, up to and including the final approval by Congress.

Expenditure — A payment for goods or services received.

Federal Funds — Funding (usually in the form of federal grants) provided by the federal government to support various federally established programs such as Medicaid and welfare. These funds are earmarked for a particular purpose or program and cannot be re-allocated to fund other programs.

Fringe Benefits — Part of overall employee compensation, including life and health insurance, retirement and social security contributions.

Full-Time Equivalent (FTE) — An employment indicator that translates the total number of hours worked in a year by all employees, including part-time workers, to an equivalent number of work years. For example, one FTE equals 2,080 hours and .75 FTE equals 1,566 hours.

Fund — A budgeting and accounting device used to establish accounts for separating revenues and their related obligations, and expenditures for one purpose from those revenues, obligations, and expenditures for other purposes.

Grant — A federal or private grant received by a District Government agency, from which the agency may make subgrant awards through a competitive process. In addition, grants can be comprised of General Fund moneys distributed by a District Government agency.

Indirect Costs — Administrative overhead costs incurred by the District in managing grant programs.

Intra-District — An accounting mechanism used to track payments for services provided by one District agency to another District agency, similar to an Internal Service Fund.

Local Education Agency (LEA) – An education agency at the local level which exists primarily to operate schools or to contract for educational services. This term is used synonymously with the terms "school district," "school system," and "local basic administrative unit."

Local revenue – Includes tax and non-tax revenue that is not earmarked for a particular purpose; allocated to fund District programs during the annual budget process; a part of General Fund revenue.

Match – A locally provided cash or in-kind service contribution required to supplement or equal a grant or gift as a condition for receiving the funds.

Mission – The purpose and reason for the existence of an agency.

Nonpersonal Services (NPS) – A budget category that includes objects for reporting other than personnel-related expenditures.

Nonrecurring Expenditures – One-time expenditures for special program implementations or items, such as a computer system that does not need to be budgeted for again in the following year.

Regular Pay – Salary and wages for all continuing full-time employees.

Reprogramming – A temporary budget change to reallocate funds within an agency's budget to meet a purpose other than originally approved.

Revenues – The annual income or receipts of the District from taxes, charges, grants, and investments.

State Education Agency (SEA) – Refers to State Departments of Education or public instruction, State Boards of Education, State Education Commissions, and State Education Authorities.

Supplies – The name of the budgetary object class used to allocate funds for consumable materials.

Total Full-Time Equivalent (FTE) Employment – A measure of employment that reflects all full-time and part-time staff resources in terms of standard work hours, based on a work year of 2,080 hours.

Uniform Per Student Funding Formula (UPSFF) – Funding formula used by the City that determines the annual appropriation of local funds for the operation of the DC Public School System (and charter schools) based on the number of students, the grade level, and the special programs in which they are enrolled. The UPSFF is used to fund the entire school system with the exception of state level costs which are locally funded through a separate mechanism.

Variance – The difference between an original funding allocation or FTE allotment and a subsequent increase or decrease.